

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**

**AMENDED  
NOTICE TO ATTORNEYS**

**EFFECTIVE APRIL 8, 1996**

PLEASE BE ADVISED THAT EACH MATRIX ACCOMPANYING A BANKRUPTCY PETITION MUST REPRESENT TO THE BEST OF YOUR KNOWLEDGE THE COMPLETE NAME AND ADDRESS OF EACH KNOWN CREDITOR OF THAT DEBTOR/DEBTORS AND, IN ADDITION, ALL PARTIES-IN-INTEREST ENTITLED TO NOTICE AS REQUIRED BY THE FEDERAL RULES OF BANKRUPTCY PROCEDURE.

THE COURT WOULD ASK THAT YOU REVISIT THE PROCEDURAL GUIDELINE TO ASSIST THE PREPARATION OF A MAILING MATRIX, THESE GUIDELINES ARE AVAILABLE UPON REQUEST FROM THE CLERK'S OFFICE.

PERFECTION OF SERVICE IS DEPENDENT UPON THE THOROUGH COMPLETION OF THE MATRICES, AND YOU ARE REMINDED TO FILE THEM IN A FORM WHICH HAS BEEN PRESCRIBED THE CLERK; PURSUANT TO LOCAL RULES FOR THE U.S. BANKRUPTCY COURT, WESTERN DISTRICT OF NEW YORK.

SHOULD YOU HAVE ANY INTEREST OR QUESTIONS IN THIS REGARD, PLEASE CONTACT THE CLERK'S OFFICE AT (585) 263-3148.

**DATED: APRIL 16, 1996**

**PAUL R. WARREN  
Clerk of Court  
U.S. Bankruptcy Court  
1220 U.S. Courthouse  
Rochester, New York 14614**

**TO: BANKRUPTCY ATTORNEYS AND ALL PERSONS PREPARING  
BANRKUTPCY PETITIONS**

**RE: PREPARATION OF MATRIX**

As a starting point, we would like to thank everyone for their cooperation in regard to the new matrix format. As you may know we are solely dependent upon properly prepared matrices to ensure the adequacy of required mailings. These mailings are also certified by us as being true and correct. Unfortunately, we are still having many problems with these matrices and are again asking for your cooperation to correct these problems which are identified as follows:

1. When using a typewriter or personal computer, it is extremely important that the correct print is used to type the matrix. You should not use the following types of print: **Dot Matrix, Boldface, Elite, or Proportional Spacing**. The optical scanner is extremely sensitive and we have found that the **Courier 10** font is the one most easily read by the scanner. (See Sample #1 for a suggested format.)
2. **Pitch** - When using a 10 pitch font, the typewriter must be set at 10 pitch.
3. **Paper** - Matrix must be submitted on good quality paper - do not use onionskin, colored paper or a photocopy.
4. **Single Column** - The creditors should be typed on a single page in a single column down the **center** of the page. Leave 1 inch at the top and 1 inch at the bottom.
5. Only creditors should be listed on the matrix - do not include the debtor, debtor's attorney, case number or page number on the front of the matrix. Please type the name of the debtor and page number on the back of each matrix.
6. There should be **2** lines between each address.
7. Do not use UPPER CASE to type your addresses. Use Upper Case only to commence individual words.
8. Do not use the "**l**" in place of "1".
9. Do not include extraneous information (amount of debt, account numbers, etc.) on the matrix.
10. Do not repeat creditors that have already been listed on the matrix.
11. The maximum for each address is **5** lines. The scanner will not read any address longer than five lines. The Zip Code should be on the last line with the City & State and a hyphen should be used to separate the two groups of digits.

## PREPARATION OF MATRIX

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12. All creditors should be included on the matrix - not only unsecured creditors but also priority and unsecured creditors.
13. Do not include the addresses of IRS & NYS Tax Department on the matrix unless they are listed as a creditor.
14. Several creditors have requested that when notices are sent to them that we only send them to the addresses which they have provided to the Clerk's Office. Therefore, we are requesting that when any of these creditors are listed on the schedules that the address inserted on the matrix reflect the address the creditor has provided to the Clerk's Office. (See the attached matrix for the list of addresses.)
15. Do not staple the matrix to the petition.

Please review this to ensure that the matrices which your office is submitting conforms to these guidelines. Also, please be advised that in the future the Clerk's Office at its discretion may return a matrix to you for compliance if your matrix is deficient, and substantially useless.

Thank you in advance for your continued cooperation in this regard.

Sincerely,

Paul R. Warren  
Clerk, U.S. Bankruptcy Court  
Rochester, New York 14614

AT&T Credit Corp.  
Woodbridge Towers  
555 Route 1 South  
Iselin, NJ 08830

Benjamin Press, Inc.  
530 Oak Street  
Syracuse, NY 13203

LM Berry and Company  
P.O. Box 6000  
3170 Kettering Blvd.  
Dayton, OH 45401

Bestway Disposal Corp.  
1233 Lehigh Station Rd.  
Henrietta, NY 14467

Better Business Bureau  
1122 Sibley Tower Bldg.  
Rochester, NY 14604

Bill and Earls Garage  
235 Winton Road North  
Rochester, NY 14610

Blue Cross Blue Shield  
Gateway Center  
150 East Main Street  
Rochester, NY 14647

Casco Security Systems  
39 Saginaw Drive  
Rochester, NY 14623

----- SAMPLE 1 -----

Charter One Auto Finance  
Attn: Bankruptcy Dept.  
228 E. Main Street, Suite 300  
Rochester NY 14604

American General Finance  
(See below demographic addresses —use address  
closest to debtor)  
1532 Ridge Road, W.  
Rochester, NY 14615

American General Finance  
710 Foote Avenue  
Jamestown, NY 14701

American General Finance  
5875 5. Transit Road  
Lockport, New York 14094

American General Finance  
2925 Sheridan Drive  
Tonawanda, N.Y. 14150

American General Finance  
1900 Empire Blvd.  
Webster, N.Y. 14580

Anchor Savings Bank  
c/o Dime Savings Bank of NY  
Att:Legal Notice Unit  
231 East Avenue  
Albion, NY 14411

Aurora Loan Services  
601 Fifth Ave.  
POB 1706  
Scottsbluff NE 69363-1706

Bell Atlantic (for consumer residential  
accounts—use VERIZON address)

Bell Atlantic (BUSINESS ACCOUNTS)  
Att: Bankruptcy Specialist  
210 West 18th St., Flr. 15  
NewYork, NY 10011

Bon-Ton (The)  
POB 2285  
York PA 17405

Canandaigua National Bank & Trust  
Resource Recovery Dept.  
72 South Main St.  
Canandaigua, NY 14424

Charter One Auto Finance  
(Use this address for Indirect Auto Loans)  
(Rochester Community Savings)  
f/k/a American Credit Services  
Att: Recovery Dept.  
228 East Main St., Suite 300  
Rochester, NY 14604

Charter One Bank  
(Use this address for Direct Personal Loans &  
Mortgages)  
(Rochester Community Savings)  
1215 Superior Avenue  
Cleveland, OH 44113

Chautauqua Co. Dept. of Finance-  
Real Property Tax  
Gerace Office Bldg. - Rm. 121  
3 North Erie St.  
Mayville, NY 14757-1007

Citi Commercial Cards  
Attn: Tiffany Pennington  
POB 20487  
Kansas City, MO 64153

Citi Mortgage Inc.  
POB 790022  
St. Louis, MO 63179

City of Buffalo  
Division of Collection  
Rm. 111, CityHall  
Buffalo, NY 14202

City of Buffalo  
Dept. of Assessment & Taxation  
Room 120, City Hall  
65 Niagara Square  
Buffalo, New York 14202

City of Rochester  
(Use for charges due the City of Rochester,  
such as water charges, municipal code  
violations, taxes, etc.)

Attn: S. Sutera  
30 Church St., Room 400A  
Rochester, NY 14604

City of Rochester  
Parking Violations Bureau  
42 South Avenue  
Rochester, NY 14604

Comptroller General of the U.S.  
US General Accounting Office  
441 G St.,NW  
Washington DC 20548

John Deere Credit  
also dba  
Deer & Company  
John Deere Construction & Forestry Co.  
Deere Credit, Inc.  
Farm Plan  
Litigation Dept  
Box 6600  
Johnston, Iowa 50131-6608

Dime Savings Bank  
fka Anchor Savings Bank  
Att: Legal Notice Unit.  
231 East Ave.  
Albany, NY 14411

Discover Financial Services Inc.  
POB 8003  
Hilliard, OH 43206-8003

Dun & Bradstreet  
Att: Kim Stocker  
899 Eaton Ave.  
Bethlehem, PA 18025

Kenneth M. Kukovich, Director  
Liquidation Div., HCHB 7830B  
US Dept. of commerce  
14th & Constitution Ave., NW  
Washington, DC 20230

Erie Community College  
4041 Southwestern Blvd.  
Orchard Park, NY 14127

Erie County Finance Dept.  
95 Franklin Street  
Buffalo, NY 14202

Erie County  
Att: Tim Coney, Coll. Sprv.  
Special Investigation Div., Rm. 206  
43 Court Street  
Buffalo, NY 14202

Erie County Dept. of Social Services  
Office of Counsel  
95 Franklin St., Rm. 746  
Buffalo, NY 14202

Erie County Office of Child  
Support Enforcement  
Att: Peter S. Aiello  
95 Franklin St., Rm. 705B  
Buffalo, NY 14202

ESL Federal Credit Union  
Aft: Janet Burt, LSD  
100 Kings Hwy., S.  
Suite 1200  
Rochester, NY 14617-9974

Farm Service Agency-Ag Credit  
(Ontario, Wayne & Seneca Counties)  
3037 County Road 10  
Canandaigua, NY 14424-83 03

Farm Service Agency  
(Copy of notice should also be sent to the U.S.  
Attorney's Office, 100 State St., Rochester, NY  
14614)  
The Galleries of Syracuse  
Att: Nancy New  
441 S. Salina St., Suite 356  
5th Floor, Rm. 537  
Syracuse, NY 13202-5206

First USA Bank,NA  
DE1-0836 Bankruptcy  
Image/Reading Dept.  
Bankone Card Services  
1001 Jefferson St., 8~" Floor  
Wilmington, De. 19802

Firststar  
POB 5229  
Cincinnati, OH 45201

Ford Motor Credit Co.  
Bankruptcy Dept.  
POB 537901  
Livonia, MI 48153-7901

Frontier Telephone of Rochester /  
Att: J. Coyne/A.Lembaris  
Bankruptcy Clerk  
180 S. Clinton Ave.  
Rochester NY 14646-0300

GE Capital  
5775 Glenn Ridge Dr., Bldg. E  
Atlanta, GA 30328

GM Card  
c/o Household Credit Services Inc.  
P.O. Box 5218  
Carol Stream, Illinois 60197

GMAC  
POB 5055  
Troy, MI 48007

Household Bank MasterCard, Visas &  
Line of Credit Accounts  
c/o Household Credit Services  
P.O. Box 5213  
Carol Stream, Illinois 60197

USA General Law Division  
Att: Leonard M. Shinn  
Chief CO for Trans Audit  
Room 4124  
Washington DC 20405

JC Penney Co.  
POB 65  
Dallas, TX 75221

J.P. Morgan Chase Bank  
fka The Chase Manhattan Bank, The Chase  
Manhattan Bank, NA,  
Chemical Bank, Chase Lincoln First Bank,  
NA, Manufacturers Hanover Trust Co.  
Attn: R. Smith, VP & Counsel  
Legal Dept. CS-S  
One Chase Square  
Rochester, New York 14643

Kaufmann' s  
Aft: Bankruptcy Dept.  
POB 66955  
St. Louis, Missouri 63166

Key Bank USA, NA  
POB 94968  
Att: Bankruptcy Processing  
Cleveland, OH 44101

KeyCorp Law Group  
Att: Sharon Parker  
POB 94968  
Cleveland, OH 44114

M&T Bank  
271 Main St.  
Aft: Commercial Loan  
Arcade, NY 14009

M&T Bank  
1 Fountain Plaza  
Att: Robert W. VanWart  
Special Assets, 9th Floor  
Buffalo, NY 14203-1495

MAC Tools  
Mac Advantage  
4635 Hilton Corp. Drive  
Columbus, OH 43232

HSBC  
POB 4215  
Buffalo, NY 14240

Internal Revenue Service  
Insolvency Group 1  
POB 266, Niagara Square Station  
111 West Huron Street  
Buffalo, NY 14201

ITT Financial Services  
POB 9394  
Minneapolis, MN 55440

KODAK SAVINGS &  
INVESTMENT PLAN - see:  
T. ROWE PRICE ASSOC. INC.

Monroe County Child  
Support Enforcement  
Att: Mr. Don Pronti  
33 N. Fitzhugh St.  
Rochester NY 14614

Monroe County Dept. of  
Environmental Services  
Div. of Pure Waters, City Place  
50 W. Main St., Suite 7100  
Rochester NY 14614-1228

Monroe County Social Services  
(Use this address for public assistance and food  
stamps. This address is not to be used for Child  
Support, Social Security or the Health Dept.)  
111 Westfall Rd., Rm. 364  
Rochester, NY 14620

Monroe County Treasurer  
Att: Kevin Tubiolo, Rm. B-3  
39 West Main St.  
Rochester, NY 146 14-1467

MRC Federal Credit Union  
Stephen Abbey, Collections Officer  
545 East Second St.  
Jamestown, NY 14701

National Fuel Gas  
Appletree Business Park  
2875 Union Rd., Suite 11  
Cheektowaga, NY 14227

Navy Federal Credit Union  
POB 3502  
Merrifield, VA 22119-3001

Navy Federal Credit Union  
(Use this address for mortgages, home equity  
loans, home equity UNES of credit)  
PO Box 23800  
Merrifield, Va. 22199

Niagara Mohawk Power Corp.  
Bankruptcy Department  
(Use this address and address  
below for all Niagara Mohawk)  
POB 5026  
Buffalo, NY 14205-5026

Niagara Mohawk Power Corp.  
William C. Grossman, Esq.  
535 Washington St., 6th Floor  
Buffalo, NY 14203

NYS Attorney General Office  
Statler Towers, 4th Floor  
107 Delaware Ave.  
Buffalo, NY 14202

NYS Dept. of Motor Vehicles  
Counsel's Office  
Room 526, Swan St. Bldg.  
Empire State Plaza  
Albany, NY 12228

NYS Dept. of Tax & Finance  
(Use this address for tax debt only)  
Bankruptcy Unit  
POB 5300  
Albany, NY 12205-0300

NYS Dept. of Tax & Finance  
(Use this address for child support  
collections only)

Child Support Enforcement  
P.O. Box 5350  
Albany, NY 12205-0350

NYS Unemployment  
Att: Insolvency Unit  
Bldg. #12, Room 256  
Albany, NY 12240

Orchard Bank Master Card/Visa  
c/o Household Credit Services  
P.O. Box 5213  
Carol Stream, Illinois 60197



NYSEG  
Scott Baker, Mgr. Credit &  
Collections  
POB 5240  
Binghamton, NY 13902-5240

Rochester Community Savings  
SEE CHARTER ONE

Rochester Telephone Corp.  
Att: Anne M. Lembaris  
180 S. Clinton Ave.  
Rochester, NY 14646-0300

Sallie Mae  
P.O. Box 9500  
Wilkes-Barre, Pa. 18773-9500

Sears, Roebuck & Co.  
PO Box 3671  
Des Moines, IA 50322

Securities Investor Protection  
Corp.  
805-15th St., NW  
Suite 800  
Att: General Counsel  
Washington, DC 20005-2207

Small Business Administration  
Att: Mollie B. Gaughan  
Federal Bldg., Room 1311  
111W. Huron St.  
Buffalo, NY 14202

Southern Chautauqua FCU  
(merged w/Southwestern Area FCU)  
310 Fairmount Avenue  
Jamestown, NY 14701

State University of NY at Buffalo  
Aft: Mary Naegely  
232 Capen Hall  
Amherst, N.Y. 14260

T. Rowe Price Associates, Inc.  
(RE: Kodak SIP)  
4515 Painters Mill Rd.  
Owings Mills, MD 21117

Tandy Credit Corp.  
do Hurley State Bank  
POB 7004  
Sioux Falls, SC 57117

Union Plus MasterCards/Visa  
c/o Household Credit Services  
P.O. Box 5213  
Carol Stream, Illinois 60197

US Attorney  
(Use this address for cases assigned to Buffalo  
Judges)  
Federal Centre  
138 Delaware Ave.  
Buffalo, NY 14202

US Attorney's Office  
(Use this address for cases assigned to  
Rochester Judge)  
100 State St.  
Room 6200  
Rochester, NY 14614

U.S. Dept. of HUD  
(Use this address for single family asset,  
reverse mortgages & partial claims)  
c/o First Madison Services, Inc.  
fka Clayton National  
4 Corporate Drive  
Shelton, Ct. 06484

US Dept. of HUD  
(Use this address for matters other than those  
listed above)  
1516 So. Boston Ave., Ste. 200  
Single Family Asset  
Tulsa, OK 74119

US Postal Service  
(USPS attorney's address)  
Northeast Law Office  
8 Griffin Rd. North  
North Windsor, Ct. 06006-0170

US Postal Services  
(USPS local address)  
Finance Manager-WDNY  
1200 William Street, Rm. 213  
Buffalo, N.Y. 14240-9995

US Securities & Exchange  
Commission  
Northeast Regional Office  
233 Broadway  
New York NY 10279

UFCW District Union Local One  
FCU  
2427 Chenango Rd.  
Utica, NY 13502

USDA  
Rural Development  
3037 County Road 10  
Canandaigua, NY 14424-8303

Woodlawn Auto Workers FCU  
5-38 11 Lakeshore Rd.  
Blasdell, NY 14219

VERIZON  
(Use this address for consumer residential  
accounts only)  
AU: Bankruptcy Specialist  
6360 Thompson Road  
POB 6360 , Fir. 1  
Syracuse, NY 13206

Dept. of Veteran's Affairs  
(Send all notices to this address and the one  
listed below)  
Fiscal Service (04)  
VA Medical Center  
3495 Bailey Ave.  
Buffalo, NY 14215

Dept. of Veteran's Affairs  
Support Services Division (24)  
VA Regional Office  
111 W. Huron St.  
Buffalo, NY 14202

Wegman's Food Markets, Inc.  
Attn: Credit Department  
P0 Box 30844  
Rochester, NY 14603

Western NY Federal Credit Union  
7 Willowdale Drive  
West Seneca, NY 14224

Western Niagara Physicians PC  
(Send all notices to this address and the two  
listed below)  
5875 South Transit Road  
Lockport, New York 14094

Western Niagara Physicians PC  
POB 3114  
Buffalo, NY 14240-3114

Western New York Occupational  
Medicine PC  
5875 South Transit Road  
Lockport, New York 14094

Woodlawn Auto Workers FCU  
S-3811 Lakeshore Rd.  
Blasdell, NY 14219